

STATE PROCUREMENT OFFICE
 PROCUREMENT OF HEALTH AND HUMAN SERVICES
 CHAPTER 103F, HRS
TREATMENT PURCHASE OF SERVICES METHOD OF PROCUREMENT

Brief Description:	Heads of purchasing agencies or designees contact three providers from the appropriate list, as applicable, choose the most qualified provider, and negotiate a contract.
Bases for Use:	<p>This method of procurement may be utilized when:</p> <ol style="list-style-type: none"> 1. Services required are by health or social work professionals, including but not limited to medical treatment, counseling, physical, occupational, or other therapeutic services; and 2. Services are needed from time to time; but cannot be accurately predicted on an annual or biennial basis; and 3. Delaying the service until the procurement process can be completed would render the condition worse than at time of diagnosis/assessment.
Procedures:	<p>Before the beginning of each fiscal year, a notice is published describing the types of treatment services that may be needed throughout the year on a periodic basis. Providers are invited to submit current statements of qualifications and expressions of interest to the office of the administrator.</p> <p>A committee of at least three qualified employees evaluates submissions and other pertinent information. A list is prepared of all qualified applicants.</p> <p>When the need to purchase arises, the head of a purchasing agency or designee shall, when applicable, contact a minimum of three providers from the appropriate list of qualified providers, select the provider that is most advantageous and negotiate a contract. If negotiations fail, negotiations shall be conducted with the second, then third most advantageous provider, respectively. If all negotiations fail, the head of the purchasing agency shall contact and negotiate with other providers from the list.</p>
Solicitation Required:	Yes. The administrator issues the solicitation for qualified providers who are interested in being placed on the list.
Term Limit of Contract:	One year unless waived by the chief procurement officer.
Monetary Cap:	\$100,000 unless waived by the chief procurement officer.
Protest:	None specified by statute.
Posting Requirements:	Contract award(s), including purchase orders, shall be posted on the contracts database (CDRS) within seven working days after the award and shall include service title and list from which the provider was selected, amount awarded, contract term, and names of any other providers on the list that were contacted in conjunction with the procurement.
Other Comments:	The term “treatment” may be misleading. This method is not to be used for all treatment services, but only as specified in “Bases for Use” above.
Reference:	Hawaii Revised Statutes §103F-404 and Hawaii Administrative Rules

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Treatment Purchase of Services Method of Procurement
for Health and Human Services

